

**DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY  
ACCOUNTING CAREERS TRAINEE/ACCOUNTANT**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** The Public  
**Location:** Federal Billing Unit, Bureau of Finance and Administration, Newington  
**Job Posting No:** 28479  
**Hours:** 8:00 am to 4:30 pm  
**Salary:** **Annually, first year of training, with degree in accounting or closely related field:**  
Bachelor's degree with 15 semester hours in accounting - \$46,480.00  
Bachelor's degree with 30 semester hours in accounting - \$49,607.00  
Master's degree in a related field and 15 credits in accounting - \$49,607.00  
Master's degree in a related field and 30 semester hours in accounting - \$51,181.00  
**Closing Date:** January 23, 2014

There is currently an Accounting Careers Trainee opportunity, with the target class of Accounting, within the Federal Billing Unit, Bureau of Finance and Administration.

**Eligibility Requirement:** Candidates must have a Bachelor's Degree in accounting or in a closely related business field from an accredited college or university with at least fifteen semester hours in accounting.

**Knowledge, Skills and Abilities:** Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of information technology; some knowledge of effective report writing; ability to read and understand written materials; ability to utilize computer software.

**Terms of Appointment:**

1. The length of the training program is two (2) years.
2. If a candidate has a Master's Degree which is an allowed substitution for the target classification the training program may be reduced by one (1) year.

**PROMOTION:**

1. Incumbents in this class will be eligible for promotion to the target class without further competitive examination after successful completion of the two (2) year training program.
2. Incumbents in this class who meet the minimum qualifications of the target class before the end of the training program must take and pass a competitive examination for the target class in order to be considered for promotion.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. In addition, the candidate pool resulting from these interviews may be used to fill future Accounting Careers Trainee positions in the Bureau of Finance & Administration within twelve months.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, college transcripts, proof of degree and an Application for Employment (CT-HR-12), and State employees must include their last two service ratings by January 23, 2014 to:

**Ms. Nancy Kycia**  
**Department of Transportation**  
**Bureau of Finance and Administration**  
**P.O. Box 317546**  
**2800 Berlin Turnpike**  
**Newington, CT 06131-7546**  
**Fax: 860-594-2410**  
**Email: [nancy.kycia@ct.gov](mailto:nancy.kycia@ct.gov)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

